



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

**Program Development Specialist**  
**(Program Office - Baghdad)**

**SOLICITATION No.** 11-008

**OPENING DATE:** February 15, 2011

**CLOSING DATE:** March 8, 2011

**MARKET VALUE:** FSN-11 (USD 40,156 – USD 60,232, basic salary p.a.)

**POSITION GRADE:** Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**BASIC FUNCTION OF POSITION:**

The Development Program Specialist position is located in the Program Office, USAID/Iraq. The primary responsibilities are: project development and implementation and managing gender issues. The incumbent will collaborate with USAID technical teams and implementing partners on issues involving program and project design and implementation. The Specialist coordinates gender-specific activities with the U.S. Embassy in Iraq, USAID/Washington and other international donors. The incumbent supports the Program Office's role in carrying out all of USAID/Iraq's programming and budget operations. This includes strategic planning, program budgeting, results tracking and performance evaluation, development outreach and communications, and donor coordination.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**The tasks under project and implementation include (80%):**

Program Development and Implementation: As PRO's representative for program development and implementation, the Program Development Specialist (PDS) provides guidance and support for the design and approval of new activities and the redesign/amendment of ongoing programs in accordance with agency policies and directives and the ADS 200 - 203 Series and the Mission Order relevant to the action. S/he assures that the Teams adequately addresses concerns of special importance to PRO's mandate by:

- Contributing to the planning and design of strategies, new projects or activities, project or activity amendments and related statements of work or program descriptions.
- Advising technical staff on the preparation of activity approval documents and MAARD packages, including the approval memo, waivers, checklists, and other required documentation.

U.S. Agency for International Development  
USAID Executive Office / Human Resources  
Baghdad, Iraq Box 47, Unit 47  
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.  
number)

[www.usaid.gov](http://www.usaid.gov)

- Playing a supporting role and offering technical and programmatic advice in the development of concepts and designs for new and modified activities.
- Managing the development and review processes for concept papers and activity approval documents.
- Advising technical teams in the preparation of program descriptions, statements of work, government-estimated budgets, and other procurement documents.
- Representing the Program Office on technical evaluation committees.
- Assist technical teams in procurement planning so that obligation of funds are made in a timely manner.
- Interfacing with technical teams, the Office of Acquisition and Assistance, and the Financial Management Office to ensure that activity design, procurement planning, and other pre-obligation processes stay on schedule.
- Working with technical teams and support offices to facilitate the orderly closeout of activities in accordance with Agency and Mission policies.
- Ensuring documentation is approved to obligate new fiscal year funding to ongoing and new activities.

-- Annual Operational Plans (OP). The incumbent works as a full PRO team member to ensure that the all narratives are succinct and responsive to F Bureau guidance including ensuring that technical teams and other offices understand OP guidelines and procedures; delegating sections and tasks to technical teams and support offices; liaising with the Program Budget Analyst, who will take the lead on OP budget and performance indicator issues, respectively; reviewing and editing draft narratives to ensure quality control and compliance with Operational Plan guidance; facilitating meetings to resolve issues, reviewing final drafts; and entering the required information into the OP application database FACTS.

-- Portfolio Reviews. (PR) The incumbent works as a full PRO team member to ensure that annual and semi-annual PR are carried out identifying implementation issues and lessons learned, and remedial measures for improving program performance as necessary. S/he will be responsible for following-up on any 'flagged' issues during the portfolio review ensuring they are addressed.

-- In collaboration with the USAID/Iraq Regional Legal Advisor and PRO's programming and budget analyst guide and oversee new fiscal year obligations including the completion of congressional notifications and pre-obligation requirements such as country and statutory check lists and agency environmental compliance, and inform relevant PRO staff including the Director, and Technical Team Leaders of the status of all pre-obligation actions.

-- Preparation of documentation such as MAARDs (Modified Acquisition and Assistance Request Document) to authorize the obligation of funds to ongoing and new activities.

-- Reviewing and/or arranging reviews for new projects or activities or unsolicited proposals.

-- Review and finalization of activity evaluation SOWs, evaluation reports, and evaluation summaries.

-- Other duties as assigned.

## **Gender (20%)**

As the Mission's gender specialist the PDS certifies that as part of pre-obligation requirements, gender considerations are addressed to ensure that program benefits will accrue to women and men and as appropriate, data is disaggregated by gender in accordance with Agency requirements. The incumbent guides the efforts of all of Iraq's technical teams, on enforcing Agency gender policies across the program portfolio.

Specifically the tasks include:

-- Reviewing new activities SOWs to propose the inclusion of gender language as mandated by USAID policy.

- Identifying and resolving activity-specific and/or cross-cutting implementation gender issues, problems, or concerns in the Iraq program portfolio.
- Monitoring and advising USAID/Iraq on implementing partners or contractors compliance with gender policy.
- Participating in making substantive decisions addressing implementation issues that relate to gender.
- Coordinating, guiding, and participating in the development of the annual Operational Plan and identification of major gender issues for USAID/Iraq Management's review.
- Representing USAID/Iraq in activities concerning gender-related themes, and
- Coordinates gender-specific activities with the U.S. Embassy in Iraq, USAID/Washington and other donors.
- Other related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

Candidates will be evaluated and ranked based on the following selection criteria:

### **Education (20%):**

The incumbent must possess a bachelor's degree in a field relevant to development assistance, such as public or business administration, economics, political science, languages, or development planning.

### **Prior work experience (30%):**

From five (5) to seven (7) years of progressively responsible, professional experience in the indicated field, Project Development, Program Management and Implementation and Gender, is required. At least three (3) years of this experience should have been in development assistance or related work for donor agencies, or the private sector. If job-related, professional-level experience is substituted for formal education, an additional three (3) years of progressively responsible experience is required. Academic experience may be substituted for an equivalent portion of the work experience.

### **Language (10%):**

Level IV (fluent) English and Arabic in both oral and written, is required.

### **Job Knowledge (10%):**

Must possess, or be capable of quickly learning, comprehensive and detailed USAID policies, regulations, procedures and documentation governing program/project development, implementation and financing. Must acquire an in-depth working knowledge of the ADS including the Series 200 and all other ADS pertinent to the job, as well as the USAID development strategy including the US foreign assistance reforms and new program framework. Knowledge of relevant Iraq's laws, regulations, and development challenges and opportunities for USAID support is desirable.

### **Skills and Abilities (30%):**

Must possess excellent English writing skills. Must be familiar with strategy development, activity design and implementation, and adapt readily to changing work environments. Ability to analyze development strategies, and manage a variety of activities and data under tight deadlines including financial information, and presentation in concise form is essential. Excellent teamwork is imperative and interaction with assigned Teams to identify and resolve implementation issues, and advise the USAID/Iraq/PRO Director on overall program direction is essential. The ability to work effectively on multiple tasks under intense time pressure is essential. Strong interpersonal skills, personal initiative, and the ability to work with a range of senior and technical professionals in a collegial and productive manner are essential. Ability to communicate effectively orally and in writing is essential. Organizational skills, creativity and flexibility are also essential. Proficiency with using MS Word, PowerPoint, Excel, the Internet and USAID Intranet, and the presentation of material incorporating effective graphics is critical.

U.S. Agency for International Development  
USAID Executive Office / Human Resources  
Baghdad, Iraq Box 47, Unit 47

APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S. number)



### **How to apply for this Solicitation**

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, [www.usaid.gov/forms/](http://www.usaid.gov/forms/), or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov).

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

**Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.**

**Late, incomplete or unsigned applications will NOT be considered.**

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq  
EXO/Human Resources  
Job Application  
USAID Compound  
**Email:** [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)  
[www.usaid.gov/iraq/employment.html](http://www.usaid.gov/iraq/employment.html)

U.S. Agency for International Development  
USAID Executive Office / Human Resources  
Baghdad, Iraq Box 47, Unit 47  
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.  
number)

[www.usaid.gov](http://www.usaid.gov)